

**SECRET**

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if fill-in report include Form No.)

2. TYPE OF REPORT  
☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

OS Statistical Report

3. FUNCTIONAL AREA  
 PERSONNEL  
 LOGISTICS  
 MEDICAL  
 TRAINING  
☒ SECURITY  
 FINANCE

ADMIN. GENERAL  
 OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

2

Monthly

7

7. FORMAT (memorandum, form, computer print-out, etc)  
 Memorandum

8. ADP PROCESSING  
 YES  
☒ NO  
 IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

DDS/OS

10. PREPARING COMPONENT (include lowest level contributing information to report)

EPD

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

17

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-07	3.89		2		7.78		12		\$ 93.36
GS-13	8.06		12		96.72		12		1160.64
GS-15	11.00		1		11.00		12		132.00
GS-16	12.76		1/2		6.38		12		76.56
GS-17	14.77		1/4		3.69		12		44.28
GS-18	17.07		1/4		4.26		12		51.12

(Continued Next Page)

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report with modifications has been made monthly since the early days of the Office of Security. It is a historical document of the activities and operations of the OS. It is used for budget preparations, special reports and for comparative purpose of work activities.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

25X1 October 1970

Chief, EPD

25X1

**SECRET**

REPORTS INVENTORY					CONTROL NO.			
PREPARE IN DUPLICATE								
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT			
							STATISTICAL	
							NARRATIVE	
3. FUNCTIONAL AREA					ADMIN. GENERAL OTHER (specify)			
							PERSONNEL	TRAINING
							LOGISTICS	SECURITY
4. NO. OF COPIES PREPARED					6. DISTRIBUTION (No. of components not number of copies)			
5. FREQUENCY (weekly, monthly, quarterly, etc.)								
7. FORMAT (memorandum, form computer print-out, etc)					8. ADP PROCESSING			
							9. DIRECTIVE AUTHORITY REQUIRING REPORT	
10. PREPARING COMPONENTY (include lowest level contributing information to report)					11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary-)			
12. COST FACTORS								
A. MANUAL PREPARATION AND REVIEW COSTS								
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR		
GS-15	11.00		1/4		2.75	12 33.00		
GS-13	8.06		1/4		2.01	12 24.12		
GS-17	14.77		1/4		3.69	12 44.28		
GS-14	9.44		1/4		2.36	12 28.32		
GS-14	9.44		1/4		2.36	12 28.32		
GS-15	11.00		1/4		2.75	12 33.00 = \$1749.00		
(Continued Next Page)								
B. COSTS OF COMPUTER PRODUCED REPORTS								
TOTAL COSTS PER YEAR								
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.								
14. FUTURE GOALS								
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS		
						MAN-HOURS	DOLLARS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE								
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION		

**SECRET**

## REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if different-in report include Form No.)		2. TYPE OF REPORT		STATISTICAL
				NARRATIVE
				MACHINE-NAME LISTING
3. FUNCTIONAL AREA		PERSONNEL	TRAINING	ADMIN. GENERAL
		LOGISTICS	SECURITY	OTHER (specify)
		MEDICAL	FINANCE	
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)		6. DISTRIBUTION (No. of components not number of copies)	
7. FORMAT (memorandum, form, computer print-out, etc.)		8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES IF YES GIVE ADP PROCESSING NO.		
		NO		
10. PREPARING COMPONENT (include lowest level contributing information to report)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
FEEDER REPORTS - 17									
GS-05 thru GS-15	3.46 thru 11.00		261 hrs 40 min.		\$1,217.88		12		\$14,614.56

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR									\$16,363.56

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

14. PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			
<input type="checkbox"/> DISCONTINUE			

15. DATE OF INVENTORY